

SC DEPARTMENT OF CORRECTIONS

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OPENING DATE: 11/08/18

CLOSING DATE: 11/16/18 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC C

SCDC POSITION #: 015116

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: TURBEVILLE CORRECTIONAL INSTITUTION, TURBEVILLE (CLARENDON) LEVEL 2

STATE JOB TITLE: ADMIN SPECIALIST II

STATE JOB CLASS: AA50

PAY BAND/LEVEL: 03 C

BAND: 03

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 024951 - \$ 024951 SCEIS POSITION #: 61022074

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:

MAINTAINS ALL CLINICAL FILES FOR THE ATU PROGRAM INCLUDING THOSE RECORDS OF CLIENTS ACTIVELY IN THE PROGRAM AS WELL AS THOSE RELEASED FROM THE PROGRAM. COMPLETES ASSIGNED WEEKLY AND MONTHLY REPORTS AND SUBMITS THE REPORTS AS REQUESTED FOR SUPERVISORY REVIEW.
RESPONSIBLE FOR ANSWERING THE MAIN TELEPHONE AND TAKES MESSAGES AS NEEDED. PREPARES CORRESPONDENCE AS REQUIRED AND MAINTAINS OFFICE SUPPLIES. ENTERS PROGRAMMATIC INFORMATION ONTO THE CRT PROGRAM SYSTEM.
PARTICIPATES IN STAFF MEETINGS AND TAKES MINUTES. MAINTAINS ACTIVE CLIENT ROSTER OF ALL INMATES CURRENTLY ENROLLED IN THE PROGRAM.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING
MUST SUBMIT RESUME IN ORDER TO BE CONSIDERED FOR POSITION.